

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Workplace Violence

Policy Number: 104.06

Effective Date: 12/16/2021

Page Number: 1 of 3

Authority:
Commissioner

Originating Division:
Administration & Finance
Division (Human Resources)

Access Listing:
Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections (GDC) is committed to providing a safe, secure work environment for all employees. Any acts of Workplace Violence will result in appropriate disciplinary action, up to and including dismissal from employment and/or criminal charges.

II. Authority:

A. GDC Standard Operating Procedure (SOPs): 104.04 Employee Assistance Program and 104.22 Workers' Compensation.

III. Definitions:

A. **Workplace Violence** - Any act which would be interpreted by a reasonable person as abusive, threatening, intimidating, disruptive, or violent behavior committed by state employees, visitors, relatives, acquaintances, or strangers directed against any state employee, visitor, contractors, or vendors in the work location or threatened to be carried out at the work location or in connection with GDC employment.

IV. Statement of Policy and Applicable Procedures:

A. Every employee is responsible for safety in the workplace and for notifying their supervisor or Appointing Authority of any threats of Workplace Violence that they have witnessed, received, or have been told that another person has witnessed or received, when that behavior will be or might be carried out on GDC property or in connection with GDC employment. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

NOTE: Failure of an employee to report such acts or threats of violence will be considered a basis for disciplinary action, up to and including dismissal.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Workplace Violence

Policy Number: 104.06

Effective Date: 12/16/2021

Page Number: 2 of 3

Authority:
Commissioner

Originating Division:
Administration & Finance
Division (Human Resources)

Access Listing:
Level I: All Access

- B. Managers and supervisors should be constantly aware of the environment and attempt to address the signs of potential Workplace Violence as soon as it is detected.
- C. Any reported instances of Workplace Violence will be handled promptly, and allegations will be investigated thoroughly by immediate supervisors and reported to the Appointing Authority.

NOTE: Safety precautions should be put in place, if determined appropriate, as soon as threats are reported. Staff and others should be warned of potential danger if directly involved or likely to be involved.

- D. Appointing Authorities/Designees are to (if applicable) notify and consult with the Assistant Commissioner over their unit, the Department Human Resources Director, and the Department General Counsel for appropriate resolution of instances of Workplace Violence.
- E. Any injury to an employee must be handled in accordance with GDC SOP 104.22 Workers' Compensation.
- F. Critical Incident Debriefing (CID) should be offered to the victim of Workplace Violence and to any staff impacted by or witnessing the incident, by the CID Coordinator for the unit or by Correctional Human Resources Management (CHRM) if needed. CHRM may be utilized in obtaining assistance to address these issues.
- G. Individuals who apply for or obtain a protective or restraining order which lists GDC locations(s) as being protected areas, must provide to the Appointing Authority:
 - 1. A copy of the petition and declarations used to seek the order;
 - 2. A copy of any temporary protective or restraining order which is granted;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Workplace Violence

Policy Number: 104.06

Effective Date: 12/16/2021

Page Number: 3 of 3

Authority:
Commissioner

Originating Division:
Administration & Finance
Division (Human Resources)

Access Listing:
Level I: All Access

3. A copy of any protective or restraining order which is made permanent; and
4. These orders will be enforced, and all affected locations will be notified of the orders.

H. Employees who in good faith report what they believe to be incidents of Workplace Violence or who cooperate in any investigation will not be subjected to retaliation. Any employee who believes he/she has been the victim of retaliation for reporting Workplace Violence and/or cooperating with an investigation should immediately contact their Appointing Authority or the Department Human Resources Director.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.